

REGION 8 SCHEDULE
FY 2015 ORGANIZATIONAL ASSESMENT AND
FY 2015 – 2016 SES PERFORMANCE CYCLE

DATE DUE	ACTIVITY
September 17	<ol style="list-style-type: none"> 1. SLT provides input on most significant program accomplishments (<u>no more than 2 pages; bullet points</u>) for the Organizational Assessment to Stephanie Vuong. 2. ARAs and DARAs should ensure that all anticipated results for <u>FY 2015 Key Performance Indicators</u> are entered into the Annual Commitment System. Results should reflect your best estimate for the year. If results change during the OA development process, please contact Stephanie Vuong, so that the most accurate results possible are included in the final document on <u>10/9/15</u>. You will have the opportunity to enter final results into ACS during the year-end reporting process.
September 24	Stephanie Vuong submits draft Organizational Assessment to SLT for comments.
September 29	SLT comments on draft Organizational Assessment due to Stephanie Vuong.
October 2	<ol style="list-style-type: none"> 1. Stephanie Vuong submits Organizational Assessment to RA and DRA for final review. 2. ARAs submit their final self-assessments to the RA and DRA, with an electronic copy to Betsy Varcoe and Stephanie Vuong.
October 6	RA and DRA provide final comments on Organizational Assessment to Stephanie Vuong.
October 9	RA and DRA submit Organizational Assessment and preliminary ratings distribution to OARM.
NLT October 30	RA and DRA have individual performance assessment meetings with SES direct reports.
November 13	RA and DRA submit Performance Appraisal packages to HQ.
December 18	FY 2016 Performance Agreements due to HQ.
January 8	Administrator and Deputy Administrator reviews/approves final ratings.

SES PERFORMANCE APPRAISAL DOCUMENTS REQUIRED FOR 2015-2016

FY 2015 SES Self-Assessment Form. Complete Part 7: Executive's Accomplishments Narrative. Provide narrative for all CEs.

EPA Form 3115-35S (Revised 9/14): EPA Performance Appraisal and Recognition System for Senior-Level/Scientific or Professional Employees Assessment of Performance. Complete Section E, using instructions provided. Describe your *overall* performance, clearly and succinctly.

FY 2016 SES Performance Management System Executive Performance Agreement. Please note, a change has been made in the FY 2016 SES plan to include new language related to employee engagement in the Leading People Critical Element. Older versions of the SES plan should not be used.

FY 2016 EPA Performance Appraisal and Recognition System for Senior-Level/Scientific or Professional Employees Performance Plan

9/1/2015